



City of West University Place

A Neighborhood City

CITY COUNCIL

Susan Sample, Mayor
Wayne J. Franklin, Mayor Pro Tem
Bob Higley, Councilmember
Kellye Burke, Councilmember
Mardi Turner, Councilmember

STAFF

M. Christopher Peifer, City Manager
Alan Petrov, City Attorney
Thelma Gilliam, City Secretary

City Council Meeting Agenda

Notice is hereby given of a regular meeting of the City Council of West University Place to be held on **Monday, February 26, 2018** beginning at **6:30 p.m.** in the **Municipal Building Council Chambers** located at 3800 University Boulevard, West University Place, Texas, for the purpose of considering the following agenda items

Note: All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

Agenda items are as follows:

Call to Order
Pledge of Allegiance
Matters related to the notice of this meeting

1. Public Comments

This is an opportunity for citizens to speak to Council relating to agenda and non-agenda items. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer his/her comments until such time the item is discussed. Speakers are advised that comments cannot be received on matters which are the subject of a public hearing once the hearing has been closed. Public comments must be kept relevant to the subject before the Council. The presiding officer shall rule on the relevance of comments. Persons making irrelevant, personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment before the Council during the meeting. Speakers are required to register in advance and must limit their presentations to three minutes each.

2. Human Resources Director

Matters related to the introduction and confirmation of the City Manager's appointment of Human Resources Director James Urban. *Recommended Action: Confirm appointment. Mr. M. Chris Peifer, City Manager*

3. City Council Goals Update

Matters related to City Council Goals for 2017-2019. *Recommended Action: Discuss and take any desired action. Mr. M. Chris Peifer, City Manager*

4. Change in Meeting Date Due to Memorial Day Holiday

Matters related to rescheduling the date of the May 28, 2018 City Council Meeting due to the Memorial Day Holiday. *Mr. Chris Peifer, City Manager* [see Agenda Memo 4]

5. Consent Agenda

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

A. City Council Minutes

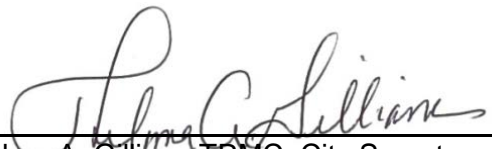
Approve City Council Minutes of February 12, 2018. *Recommended Action: Approve Minutes.*
Ms. Thelma Gilliam, City Secretary

6. Adjourn

In compliance with the Americans with Disabilities Act, if you plan to attend this public meeting and you have a disability that requires special arrangements, please contact City Secretary Thelma Gilliam at 713.662.5813 at least 24 hours prior to the meeting so that reasonable accommodations can be made to assist in your participation in the meeting. The Council Chambers is wheel chair accessible from the west entrance and specially marked parking spaces are available in the southwest parking area. Special seating will be provided.

I certify that the attached notice and agenda of items to be considered by the West University Place City Council on February 26, 2018 was posted on the Municipal Building bulletin board on February 22, 2018 at approximately 4 o'clock pm.

(SEAL)



Thelma A. Gilliam, TRMC, City Secretary

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	February 26, 2018	AGENDA ITEM:	4
DATE SUBMITTED:	February 22, 2018	DEPARTMENT:	Administration
PREPARED BY:	Thelma Gilliam, City Secretary	PRESENTER:	M. Chris Peifer, City Manager
SUBJECT:	Rescheduling City Council Meeting		
ATTACHMENTS:	None		
EXPENDITURE REQUIRED:	N/A		
AMOUNT BUDGETED:	N/A		
ACCOUNT NO.:	N/A		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

The second City Council meeting in May 2018 falls on Memorial Day (the 28th) and in observance of the holiday City offices will be closed.

Per Rule 5 of Council's Rules of Procedure, *if a regular meeting falls on a legal holiday, it is automatically rescheduled for the following Monday, unless rescheduled by City Council.* In this case, the following Monday will be June 4 and will result in three (3) regular meetings for the month of June. Though that is not illegal, Council will fall short of the two (2) required regular meetings for the month of May. Therefore, other options for Council to consider are to (1) reschedule the meeting for Tuesday, May 29; or, (2) reschedule the meeting for any other date Council desires.

RECOMMENDATION

Due to the Memorial Day holiday, staff recommends changing the date of the May 28, 2018 City Council meeting to Tuesday, May 29, 2018 or any other date Council desires.



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DRAFT

CITY COUNCIL ACTION MINUTES

The City Council of the City of West University Place, Texas, met in special and regular session on **Monday, February 12, 2018**, in the Municipal Building, 3800 University, West University Place, Texas beginning at approximately **6:00 p.m.**

SPECIAL MEETING (6:00 p.m.)

Special Meeting Agenda was as follows:

Called Meeting to Order

Mayor Sample called the meeting to order at approximately 6:00 p.m. in the Council Chambers. Council and Staff in attendance were: Mayor Pro Tem Franklin, Councilmembers, Burke, Higley, and Turner, City Manager Peifer, City Attorney Petrov, City Secretary Gilliam, Police Chief Walker, Assistant City Manager/Public Works Director Beach, Finance Director Kalka, and Fire Chief Taylor.

1. City Contracts

Matters related to review and discussion of some of the city's previous, current, and future contracts including, but not limited to, the city's bidding process and other related matters. *Recommended Action: Discuss and take any desired action. **City Manager Chris Peifer***

City Council discussed city contracts with staff and directed staff to solicit Request for Proposals (RFPs) when certain contracts are reaching expiration. Specific contracts discussed for RFPs were for a benefits consultant and compensation services, as well as the timeframe for soliciting RFPs for a search firm for the city manager's position.

2. Adjourn Special Meeting

At approximately 6:25 p.m., Mayor Sample adjourned the special meeting.

REGULAR MEETING (6:30 p.m.)

Mayor Sample called the Regular Meeting to order at approximately 6:32 p.m.

Pledge of Allegiance: Boy Scout Peter Wade, Troop 55, led the Pledge.

Notice of Meeting: City Secretary Gilliam confirmed that the notice of the meeting was duly posted in accordance with the Texas Government Code, Chapter 551.

Regular Meeting Agenda items were as follows:

3. Public Comments

This was an opportunity for citizens to speak to Council relating to agenda and non-agenda items.

Alida Drewes, 6112 Fordham, commented on various issues.

4. Award Contract for Janitorial Services

Matters related to awarding a contract for janitorial services. *Recommended Action: Award contract for janitorial services to Ambassador Services for a term of 5 years in the amount of \$920,040.00 with optional one-year extensions for three years and authorize the City Manager to execute a contract.* **Mr. Dave Beach, Assistant City Manager/Public Works Director**

Councilmember Higley moved to award the contract for janitorial services to Ambassador Services for a term of 5 years in the amount of \$920,040.00 with optional one-year extensions for three years and to authorize the City Manager to execute the contract. Councilmember Burke seconded the motion. **MOTION PASSED.**

Ayes: Sample, Franklin, Burke, Higley, Turner
Noes: None
Absent: None

5. Award Contract for the Purchase of Police Vehicles

Matters related to awarding a contract for the purchase of three (3) 2108 Ford Interceptor Utility Vehicles for use in the Police Department. *Recommended Action: Award contract for (3) 2018 Ford Interceptor Utility Vehicles to Helfman Ford in the amount of \$93,357.* **Mr. Dave Beach, Assistant City Manager/Public Works Director**

Councilmember Higley moved to award the contract for three 2018 Ford Interceptor Utility Vehicles to Helfman Ford in the amount of \$93,357.00. Mayor Pro Tem Franklin seconded the motion. **MOTION PASSED.**

Ayes: Sample, Franklin, Burke, Higley, Turner
Noes: None
Absent: None

6. Consent Agenda

All Consent Agenda items listed were considered to be routine by the City Council and were enacted by one motion.

A. City Council Minutes

Approve City Council Minutes of January 22, 2018. *Recommended Action: Approve City Council Special and Regular Meeting Minutes.*

B. Acceptance of the Quarterly Investment Report

Matters related to the City's Quarterly Investment Report. *Recommended Action: Accept the City's Quarterly Investment Report with no other action being required.* **Ms. Marie Kalka, Finance Director**

C. Interlocal Agreement with Harris County

Matters related to an Interlocal Agreement with Harris County on E-Pass Equipment. *Recommended Action: Approve Interlocal Agreement with Harris County for E-Pass Equipment.* **Mr. Aaron Taylor, Fire Chief**

Councilmember Higley moved to approve the Consent Agenda as presented. Councilmember Burke seconded the motion. **MOTION PASSED.**

Ayes: Sample, Franklin, Burke, Higley, Turner
Noes: None
Absent: None

7. **Adjourn**

With no other matters before Council, Councilmember Higley moved to adjourn the meeting at approximately 7:05 p.m. Councilmember Turner seconded the motion. **MOTION PASSED.**

Ayes: Sample, Franklin, Burke, Higley, Turner
Noes: None
Absent: None

Prepared by: Thelma A. Gilliam, TRMC, City Secretary

Council Approval Date